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#### **COURT TOWN JUSTICES (4)**

**Edward D. Burke** Deborah Kooperstein **Barbara Wilson** Andrea H. Schiavoni

#### **COURT CLERK**

**Donna Bullock** 

#### **ADMINISTRATION** SENIOR JUSTICE COURT CLERK

**Renee Brathwaite** 

#### SENIOR JUSTICE COURT CLERK

#### Claire T Mason

- Assists first Sr. Justice Court Clerk and covers her responsibilities, when she is unavailable
- Writes grants for JCAP (Justice Court Assistance Program);
- Downloads E-Tickets:
- Enters bail in bail book and on files and deposits all monies; Assists at the cashiers window, assists with Parking Tickets and deposits
- Assists Vehicle and Traffic Clerk and Assists Filing Clerk;
- Answers questions from attorneys, probation department, families of defendants and general public:
- Works with all the different agencies, answers phone calls.

## CRIMINAL

#### JUSTICE COURT CLERK Jacqueline McKay

- · Opens safe and places money in cash register;
- · Data entry for warrants, certificates of dispositions;
- Checks warrants lists sent to court by Southampton Village, Southampton Town, Suffolk County Sheriff, NYSP, and Sag Harbor;
- · Enters paperwork for people placed on probation;
- . Enters bail receipts into computer:
- Assigns 18-b counsel for eligible defendants;
- Enters criminal, Vehicle and Traffic, DWI and Town code violations into
- Assists Vehicle and Traffic Clerk Typist:
- Assists at the window when needed
- . Enters JC111's for Defendants going to jail;
- Answers questions posed by attorneys, general public, families of people arrested. Assists with paperwork and works with agencies.
- Answers phone calls:
- · Clerks for Judges, when in Court Room;
- · Closes out criminal files and completes CDR

#### JUSTICE COURT CLERK

- **Carol Taylor** Checks messages/return phone calls; Time-stamps faxes/takes appropriate action;
- Processes and distributes paperwork in Court folder, from Police Department
- Data Entry of Prisoner paperwork, for all arraignments. Makes copies for necessary
- Dockets and enters new cases from all agencies. (SH Town Police, NYS Police, Sag Harbor Village Police, University Police: Stony Brook, Environmental Conservation, SH Town Public Safety, among others) to include Traffic, Criminal, Town and ECL
- Contact with all agencies, attorneys and the general public in regards to court information, dates and procedures
- Prepares warrants and criminal summonses in regard, to new and existing cases;
- Adjourns cases and sends notices to all parties involved.
- JC111's for all transfers to and from Suffolk County Jail;
- Report Scofflaws to DMV: Access DMV data and E-Justice:
- Enters dispositions on all tickets and criminal files; dismisses other files, does totals and batches for each judge;
- Completes DWI from court, enters tickets to be sent to DMV, enters dispositions in computer (time to pay, DMV program) then file.

## **DIVISIONS**

## **PARKING**

#### JUSTICE COURT CLERK **Elizabeth Rov**

- Maintains parkina records:
- Checks and enters new tickets;
- Processes payments and dismissals:
- Forwards requests for dismissal to Town Attorney, Sag Harbo Attorney, or Parks and Recreation Department for review.
- Schedules court dates; Prepares weekly calendar for parking tickets;
- Updates tickets in computer using conformed calendar;
- Sends fine notices;
- Prepares daily reports of tickets paid and dismissed:
- Keeps records of insufficient fund check; Balances monthly bank statement:
- Prepares monthly reports.

#### Civil (backup)

Files - Retrieves case: files from archives.

Carrier - Delivers and picks-up inter-office mail.

#### **CLERK TYPIST**

#### Kimberly A. Rosko

- File Room Attendant

   All office folders; criminal code, traffic, closed,
- ACOD, warrants and scoffed tickets; Records of outgoing and incoming.
- Dismisses tickets and adjourns cases and sends notices to defendants and/or attorney;
  Greates courtroom calendars and prepares and
- assembles files for the next day;
   Locates and schedules interpreters for different
- language cases.

   Handling Faxes and Clerk in the Courtroom hones

  • Assists the public and gives information available
- cofflawed Tickets

   Scoffs all tickets that have not been addressed in a two month time period.
- Processes assigned council ledgers.

#### **VEHICLE & TRAFFIC**

#### SENIOR CLERK TYPIST

#### Grace Lebkowski

- Enters daily cash in computer and balances with daily bank
- Records daily cash figures in ledger (recorded by Judges and totaled monthly - must balance with monthly reports
- Enters traffic tickets when needed:
- Organizes traffic tickets alphabetically;
- Prints electronic tickets as needed, match's guilty and not quilty pleas;
- Files tickets
- Sends dispositions electronically to Albany;
- Receives, time-stamps, distributes mail to various departments, and completes all other duties related to mailing;
- Prepares Coram Nobis, to vacate original disposition on tickets - signed by judge, completes new form and sends conies to DMV and attorneys:
- Calls DMV on problem tickets, when necessary makes copies and sends tax to Albany:
- Correct the TSLED Error Report.

#### **DRIVER MESSENGER**

#### **Korrina Goree**

- Closes out and files dismissed Vehicle and Traffic tickets
- Answers phone:
- Takes files from cashiers' office to-and-from court room. file sthem when needed:
- · Dockets and enters Criminal cases, Civil, Small claims, and LL/T cases including any and all logging and mails, etc.
- . Handles walk-in's at window
- . Clerk in the Courtroom Opening mail and distributing, Handling Faxes, and Data Entry for Criminal and Traffic

## JUSTICE COURT OFFICE

2015 ORGANIZATIONAL CHART

#### **CLERICAL**

#### SENIOR ACCOUNT CLERK TYPIST Wanda Azmoodeh

- Reconciles all Justice Court bank statements;
- · Prepares checks as requested by Supervisor;
- Prepares voucher reports to be delivered to Comptroller's office weekly:
- · Monthly verification of bail returned;
- · Coordinates community service;
- Files returned bench warrants;
- · Assists parking violations department with imputing of tickets and answering phone calls;
- Files all closed vehicles and traffic tickets monthly;
- Heavy phone volume assisting defendants, attorneys and etc;
- Binds end of month report.

#### CIVIL

#### JUSTICE COURT CLERK

#### **Hugette Accluche**

- Creates files for new CIVIL/Small Claims;
- · Processes Small Claims complaint form;
- · Processes paperwork, collects fees and payments relating to small claims and civil matters.
- Accepts paperwork from Landlord-Tenant with small claims and civil matters.
- · Clerk for Judge in court room: pulls files, prepares paperwork and adjourns cases;
- · Files, faxes, answers correspondence, as needed, answers and returns phone calls;
- · Schedules civil conference and trial calendars, addresses requests for adjournments, prepares of transcript of judgments, receives and reviewing warrants and judgments for the judge's signature and appeals.

#### JUSTICE COURT CASHIER

#### Jo-Ann Whelan Altenkirch

- Receives payment at the cashier's window for parking tickets, traffic
- tickets, criminal matters and Town Code matters; Assists defendants and attorneys with their court needs;
- Collects bail at the window.
- Applies time to pay payments to defendant's files;
- Handles requests and follow ups for certificates of disposition;
- Returns phone calls received from defendants and attorneys;
- Balances, cash at night for the Judge's calendars;

Cashier

- Receives payment via mail;
- 'Correct the CDR Error Report and 'Keeps the Records Management

#### **CLERK TYPIST SPANISH SPEAKING**

#### **Janet Robles**

- Assists customers, defendants, attorneys, in any transactions necessary at the window
- (traffic violations, criminal, parking, civil, small claims and landlord/tenant);
- Assists in translating Spanish at the window and in the court room:
- TSLED, E-tickets, license search, DWI etc.
- Enters depositions, CDR's and Time-To-Pay fines in the Court Room program;
- · Enters any extensions for payments;
- Mails out bills, final ten day notices to any defendants with outstanding balances;
- Enters failures to pay Bench Warrants;
- Scoffs tickets to state for suspension;
- Adjourns cases as needed:
- Files, faxes, answers to correspondence as needed, answers and return calls.

#### **PART-TIME**

### JUSTICE COURT CLERK

- Marilyn Raynor · Enters not guilty pleas;
- · Orders supporting depositions from officers;
- · Schedules conference calendar on traffic violations;
- · Sends notices to defendants with conference dates; Schedules trial calendars on traffic violations – notifies attorneys:
- Subpoena Officers for trials:
- · Sends trial notices to defendants and officers and attorneys,
- · Prints out state traffic violation hard copies; · Matches up not guilty pleas town, state, Sag Harbor and county traffic violations and enter pleas:
- · Makes up extra calendars for judges on specific dates;
- · Schedules bi-weekly to monthly calendars for no supporting depositions and mails notices to defendants:

#### JUSTICE COURT CLERK

- Linda Cooke
- Creates files for new Town Code Violation, traffic violations, and criminal matters, issuing summonses or warrants; Orders Pre-Plea and Pre-Sentencing Reports from the Probation Department and provide Disposition Notices to probation
- when the case is concluded Processes attorney and defendant mail and faxes, copies of paperwork, adjournment notifications and forwards
- correspondence to the Judge; Restores probations, conditional discharges or drinking driver program violators to the judge's calendar, by letter or warrant Prepares necessary forms, such as suspensions or refusal hearings forms for DWI's, JC111 paperwork for the jail, TV1
- and TV2's, and CDR's;
- · Enters new arrest paperwork, assigns docket numbers, processes paperwork, copies files for District or Town Attorney and
- Clerks for Judge, pulling files, preparing jail paperwork and adjourning cases;
- Defense Attorney.

## **Department Summary**

Department: Justice Court

Budget Year: 2015 Cost Center #: 1110

**Division:** Justice Court **Manager:** Renee Brathwaite

Tax District: Full Town

#### **Departmental Mission & Responsibilities:**

The Justice Court is a multifaceted Court, processing all criminal, civil, traffic and parking summonses issued within Town of Southampton. Complaints are handled from the following agencies: Southampton Town Police, New York State Police, Suffolk County Sheriff, Suffolk County Police, Park Rangers, Environmental Conservation, Bay Constables, Fire Marshal and Building and Zoning. Each court case involves many procedures. For the cases, the initial information must be keyed in and the defendant's plea must be entered. Bail, if set and paid, must be entered, deposited in the bank and a record kept for auditing purposes. The cases must be scheduled for arraignment, for conferences, and maybe for trial. The Judge's decision must be noted, if any payment, it is posted to the computer, deposited in the bank, the processing of paperwork; and then the final procedure is to close the case manually and electronically both in CDR and TSI ED.

**NOTES:** 

## **Department Summary**

Department: Justice Court

Budget Year: 2015 Cost Center #: 1110

**Division:** Justice Court **Manager:** Renee Brathwaite

Tax District: Full Town

#### Workload:

The Southampton Town Justice Court is one of the busiest Justice Courts in the State. In 2013, the Justice Court handled over 45,000 cases including Small Claims, Civil, Criminal, Traffic, Town Codes, and Parking Tickets. In 2013, this Court had over 50,491 people pass through the metal detector with approximately 16.685 activations. Total 2013 revenue of \$3,030,402,82 was collected and the New York State Comptroller returned \$1,856,569,60 to the Town.

Arraignments are held on Saturday, Sunday and Monday mornings and Wednesday afternoons, as well as all Holidays. Small Claims and Civil Court is held on Monday and Friday Mornings, as well as some Wednesday evenings. Traffic tickets are heard every day of the week, whether in morning or afternoon sessions. Criminal cases are heard on Tuesday, Wednesday and Thursday in the morning and afternoon sessions. The Town Codes are heard on Friday afternoons and Parking tickets are heard on Thursday afternoons. Jury and non-jury trials are heard on Thursday. Drug Court is heard on Tuesday afternoons. Veterans Court is heard on Wednesday mornings. Night Court is held on Wednesday nights for Small Claims, Civil and some Town Code matters.

To handle this workload, there are four (4) Judges using three (3) courtrooms, along with one (1) Chief Court Clerk, thirteen (13) full time clerks, two (2) part time clerks, one (1) law clerk, two (2) stenographers, and two (2) interpreters. Every summer there are Law interns to assist the Judges. Also, assisting the Courts are four (4) court officers (budgeted through the Police Department) and a Domestic Violence staff (budgeted through the Business Management Department, supported through Justice Court fines and fees as per Chapter 8 of the Town Code).

In November 2003, the Drug Court (East End Regional Intervention Court (EERIC)) was started with Southampton Town Justice Deborah Kooperstein and Riverhead Town Justice Allen Smith. It started with one defendant and now has many defendants and over fifty (50) graduates. In April of 2014, the Veterans Court was started with Southampton Town Justice Andrea Schiavoni. It Started with one defendant and now has 5 defendants.

In June of 2002, the Court started to accept credit cards with Master Card and Visa. With this additional workload and the volume increasing each year, the computer system had to be updated and the Court chose Service Education Inc. (SEI). In May of 2004, the system became Windows NT platform and the Court was able to electronically submit the monthly reports to the State. In 2005, the system was updated to allow the Court to upload the Criminal Dispositions (CDR) and the vehicle and traffic violations (EDATE). At that time, the system also allowed the New York State Police to be able to start the new TRACS tickets. In 2014, the system also allowed the Town Police to be able to start using he TRACS system. In 2008, the Court obtained access to use the EJUSTICE system and the DMV Call system. In August of 2012 the Court started an amnesty program, which allowed the court to pilot an online credit card payment program through N-Court.

With such a large workload, there is a huge demand on equipment, computers and technological devices. Since 2001, the Court staff has been successfully writing and applying for grants to secure these items. The application of grants are submitted to the Office of Court Administration (OCA), the Justice Court Assistant Program (JCAP), as well as the Justice Court Survey through OCA.

#### **NOTES:**

## **Department Summary**

Department: Justice Court

Budget Year: 2015 Cost Center #: 1110

Division: Justice Court Manager: Renee Brathwaite

Tax District: Full Town

#### Goals & Objectives:

1. Continue to cross train the staff to optimize resources and improve level of service.

- 2. Continue to optimize the CDR, EDATE, EJUSTICE, and DMV Call programs.
- 3. Continue to optimize the online credit card payment program through N-Court for parking tickets.
- 4. To consider the online credit card program through N-Court for traffic tickets.
- 5. Complete the update record keeping and microfilming of the court's data.
- 6. Consider the expansion of the Video Arraignment with Sag Harbor Village.
- 7. Consider the expansion of the front lobby of the court.

#### Legal Authority:

The Traffic Violations Bureau of the Court was established pursuant to Sec. 67-1 of the Town Code.

**NOTES:** 

# **Town of Southampton**

## 2015 Tentative Budget

Justice Court - 1110

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Aug YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Tentative/ 2014 Amended Difference	2015 Tentative/ 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Tentative/ 2015 Tentative Difference	2016 Tentative/ 2015 Tentative % of Change
	Real Property Taxes:													
1001	Property Taxes	1,538,183	1,538,183	1,594,208	1,594,208	1,594,208	1,675,247	1,674,247	80,039	5.02%	1,699,556	1,698,556	24,309	1.45%
	Total Real Property Taxes	1,538,183	1,538,183	1,594,208	1,594,208	1,594,208	1,675,247	1,674,247	80,039	5.02%	1,699,556	1,698,556	24,309	1.45%
	Other Revenue:													
2770	Miscellaneous	0	550	0	0	0	0	0	0	0.00%	0	0	0	0.00%
3021	State Aid - Court Facilities	0	8,780	0	0	0	0	0	0	0.00%	0	0	0	0.00%
3330	County Aid	70,000	71,375	75,000	75,000	73,530	75,000	75,000	0	0.00%	75,000	75,000	0	0.00%
5031	Interfund Transfer - Revenue	40,000	40,000	14,600	14,600	14,600	0	0	(14,600)	(100.00%)	0	0	0	0.00%
	Total Other Revenue	110,000	120,705	89,600	89,600	88,130	75,000	75,000	(14,600)	(16.29%)	75,000	75,000	0	0.00%
	Total Revenue	1,648,183	1,658,889	1,683,808	1,683,808	1,682,338	1,750,247	1,749,247	65,439	3.89%	1,774,556	1,773,556	24,309	1.39%
	Salaries:													
6100	Salaries	882,269	882,268	896,686	896,686	597,497	913,475	913,475	(16,788)	(1.87%)	928,030	928,030	(14,555)	(1.59%)
6105	Part Time Salaries	34,014	35,554	34,538	34,538	20,652	36,598	36,598	(2,060)	(5.96%)	36,598	36,598	0	0.00%
6110	Longevity	17,516	17,505	19,623	19,623	0	20,777	20,777	(1,154)	(5.88%)	21,192	21,192	(416)	(2.00%)
6127	Cash in Lieu of Health Benefits	750	1,500	1,500	1,500	500	0	0	1,500	100.00%	0	0	0	0.00%
	Total Salaries	934,549	936,827	952,348	952,348	618,649	970,850	970,850	(18,502)	(1.94%)	985,820	985,820	(14,971)	(1.54%)
	Employee Benefits - Current:													
6810	Employee Retirement - Active	120,984	212,852	118,397	133,893	93,690	155,520	155,520	(21,627)	(16.15%)	157,991	157,991	(2,470)	(1.59%)
6830	FICA Tax Expenditure	71,815	69,729	72,855	72,855	46,017	74,270	74,270	(1,415)	(1.94%)	75,415	75,415	(1,145)	(1.54%)
6835	MTA Tax	3,209	3,099	3,238	3,238	2,045	3,301	3,301	(63)	(1.94%)	3,352	3,352	(51)	(1.54%)
6840	Worker's Compensation	6,354	6,354	8,343	8,343	4,550	7,704	7,704	639	7.66%	7,876	7,876	(172)	(2.24%)

# Town of Southampton

# 2015 Tentative Budget

Justice Court - 1110

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Aug YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Tentative/ 2014 Amended Difference	2015 Tentative/ 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Tentative/ 2015 Tentative Difference	2016 Tentative/ 2015 Tentative % of Change
6860	Medical Insurance - Active Employees	240,521	232,934	253,030	253,030	162,260	271,080	271,080	(18,050)	(7.13%)	271,080	271,080	0	0.00%
6865	Dental & Optical	22,089	19,213	22,160	22,160	13,560	22,160	22,160	0	0.00%	22,160	22,160	0	0.00%
6875	Disability	662	468	662	662	(72)	662	662	0	0.00%	662	662	0	0.00%
	Total Employee Benefits - Current	465,634	544,648	478,685	494,181	322,050	534,697	534,697	(40,516)	(8.20%)	538,536	538,536	(3,839)	(0.72%)
	Total Employee Costs	1,400,183	1,481,475	1,431,033	1,446,529	940,699	1,505,547	1,505,547	(59,018)	(4.08%)	1,524,356	1,524,356	(18,809)	(1.25%)
C200	Equipment:	0	0.000	0	0	0	0	0	0	0.000/	0	0	0	0.00%
6200	Equipment	0	8,662	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Total Equipment	0	8,662	0	0	0	0	0	0	0.00%	0	0	0	0.00%
	Contractual:													
6401	Contracts	3,400	2,810	3,800	3,800	2,144	3,300	3,300	500	13.16%	3,300	3,300	0	0.00%
6406	Repair Equipment	400	354	400	400	135	200	200	200	50.00%	200	200	0	0.00%
6410	Postage	16,800	12,838	14,100	14,100	11,452	14,100	14,100	0	0.00%	14,100	14,100	0	0.00%
6411	Printing and Stationery	6,000	9,215	6,000	6,000	2,587	6,000	6,000	0	0.00%	7,000	7,000	(1,000)	(16.67%)
6412	Publications	1,900	1,886	1,900	2,900	1,862	1,900	1,900	1,000	34.48%	1,900	1,900	0	0.00%
6416	Travel, Dues and Related	2,500	4,090	5,000	5,000	1,872	5,000	5,000	0	0.00%	5,000	5,000	0	0.00%
6419	Microfilming	500	0	500	500	0	200	200	300	60.00%	200	200	0	0.00%
6423	Small Equipment (Non-Capital	1,500	1,798	2,900	2,900	0	2,000	1,000	1,900	65.52%	1,500	500	500	50.00%
6425	Office Supplies	5,500	3,483	4,500	4,500	2,591	4,000	4,000	500	11.11%	4,000	4,000	0	0.00%
6428	Drug Court Expense	20,000	13,257	25,000	24,000	17,512	20,000	20,000	4,000	16.67%	20,000	20,000	0	0.00%
6434	Interpreters	80,000	78,800	80,000	80,000	49,500	80,000	80,000	0	0.00%	83,000	83,000	(3,000)	(3.75%)
6435	Stenographer	100,000	90,058	100,000	100,000	57,820	100,000	100,000	0	0.00%	102,000	102,000	(2,000)	(2.00%)
6450	Schools & Training	2,500	0	0	0	0	0	0	0	0.00%	0	0	0	0.00%

# **Town of Southampton**

# 2015 Tentative Budget

Justice Court - 1110

Account Code	Description	2013 Adopted Budget	2013 Actual	2014 Adopted Budget	2014 Amended Budget	2014 Aug YTD Actual	2015 Requested Budget	2015 Tentative Budget	2015 Tentative/ 2014 Amended Difference	2015 Tentative/ 2014 Amended % of Change	2016 Requested Budget	2016 Tentative Budget	2016 Tentative/ 2015 Tentative Difference	2016 Tentative/ 2015 Tentative % of Change
6466	Telephone - Wireless	0	442	675	675	528	0	0	675	100.00%	0	0	0	0.00%
6477	Copier Leases	7,000	6,531	8,000	8,000	3,095	8,000	8,000	0	0.00%	8,000	8,000	0	0.00%
	Total Contractual	248,000	225,560	252,775	252,775	151,099	244,700	243,700	9,075	3.59%	250,200	249,200	(5,500)	(2.26%)
	Total Expenditures	1,648,183	1,715,698	1,683,808	1,699,304	1,091,797	1,750,247	1,749,247	(49,943)	(2.94%)	1,774,556	1,773,556	(24,309)	(1.39%)
	Net Surplus (Deficit)	0	(56,809)	0	(15,496)	590,541	0	0			0	0		
9090	Appropriated Fund Balance: Appropriated Fund Balance	0	0	0	15,496	0	0	0			0	0		